



**Renaissance Charter High School for Innovation  
Meeting of the Personnel Review Committee of  
August 22nd, 2017, 5:00 pm  
410 East 100th Street New York, NY 10016**

**Meeting Minutes**

**1. Roll call**

Present in person were Chairperson George Sarkissian, trustee Jon Jelly, and trustee Eboni Kirkland, trustee, together constituting a quorum for purposes of the meeting. Also present in person were Stephen Falla Riff, Executive Director, and Jason Forde, Development & External Affairs Manager, Mike Jolley, Board Consultant, Sona Kari, Board Vice Chair, and Danielle Martin, Innovation Staff Member.

**2. Filing of Notice of Meeting**

In accordance with the law, a notice of the meeting was published on the school's website, sent via email to the New York Times and posted publicly at the M99 School Building where Innovation High School is located at 410 East 100th Street New York, NY 10029.

**3. Review Previous Meeting Minutes (5 minutes)**

The Personnel Review Committee reviewed the meeting minutes from the previous Committee Meeting. Mr. Jelley made a motion to approve the minutes from the prior committee meeting, Ms. Kirkland seconded and the motion passed unanimously.

**4. Finalize Executive Director Evaluation Findings (10 minutes)**

The committee reviewed details of Executive Director Rebuttable Presumptions Checklist, prepared by Associate Director of Finance, Debbie DaGiau, and plan to make the following recommendations for Salary, Fringe and Bonus based on Charter School Survey Comparability Data to the Board.

Salary: \$197,502

Fringe: \$29,550

Bonus: \$7,300

Upon further discussion with the Associate Director of Finance regarding comparability data for Executive Director, it was determined that the proposed salary was derived on the incorrect information. Motion was made by Mr. Jelley to revised Executive Director compensation be revised with current information to review and approve for the next meeting. Motion was seconded by Ms. Kirkland.

## **5. Finalize Principal Evaluation Findings (10 minutes)**

The committee reviewed details of Principal Rebuttable Presumptions Checklist prepared by Associate Director of Finance, Debbie DaGiau, and plan to make the following recommendations for Salary, Fringe and Bonus based on Charter School Survey Comparability Data to the Board.

Salary: \$150,438.23 ('16-'17 Salary + COLI increase (2.5%))

Fringe: \$22,263

Bonus: \$5,000

Upon further discussion with the Associate Director regarding comparability data for Principal. Motion was made by Mr. Sarkissian to conditionally accept this recommendation pending review and approval of Principal Growth Plan and confirmation of salary comparability. Motion was seconded by Ms. Kirkland.

## **6. Review Evaluation Process and Timeline (5 minutes)**

The committee reviewed the Evaluation Timeline that should be followed for following evaluation cycles and approved to have the evaluation process and timeline adopted. The committee's next steps will be to review and approve Growth/Improvement Plans for both Executive Director and Principal.

## **7. Other New Business**

None

## **8. Adjournment**

Mr. Sarkissian made motion to adjourn the meeting which was seconded by Mr. Jelley.